



**CITY OF HOUSTON**  
**FINANCE DEPARTMENT**  
Strategic Procurement Division

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December 14, 2015

**SUBJECT:** Letter of Clarification No. 2  
Historic Preservation Guidelines

**REFERENCE:** RFP No.: S33-T25601

**TO:** All Prospective Respondents

**This Letter of Clarification is issued for the following reasons:**

To provide all prospective respondents with a response to the following questions:

1. **Question** May a DBE classification substitute for the MWBE requirement?  
**Response** You can't use the DBE on the project for goal credit if there is no DBE goal.
2. **Question** Does beginning the process of becoming a City of Houston-certified MWBE meet the requirements of the RFP, or does the process need to be complete at the time of the proposal submittal?  
**Response** A sub-contractor must first be certified before they can be used to satisfy the goal requirement.
3. **Question** Can the city please provide an estimate or assumption for the number of community and steering committee participants for each meeting for the purposes of estimating the number of handouts and copies that should be budgeted?  
**Response** The first meeting drew 60 attendees. We anticipate that that will be a typical number.
4. **Question** Do you have an anticipated budget for this project?  
**Response** The budget is still under review and is not available at this time.
5. **Question** Does the statement of significance need to be developed from scratch, or can it be based on the information in the original nomination?  
**Response** This project does not include any new designation or evaluation of significance. Houston's historic districts were all designated after 1995, so the original evaluation should suffice. We will provide copies of the original designation reports, as well as any relevant National Register nominations, such as the Houston Heights MRA.
6. **Question** Who hosts and creates the project webpage cited in Section 4.3.1 – city or consultant?  
**Response** The City hosts the website, and content for the page is created by the City. Some products developed by the consultant, such as meeting presentations and handouts, may be posted on the website. The consultant may also suggest and share content that it thinks may be useful to provide on the website. However, the consultant will not be responsible for developing any content specifically for the website.

**Council Members:** Brenda Stardig Jerry Davis Ellen R. Cohen Dwight A. Boykins Dave Martin Richard Nguyen Oliver Pennington Edward Gonzalez  
Robert Gallegos Mike Laster Larry V. Green Stephen C. Costello David W. Robinson Michael Kubosh C.O. "Brad" Bradford Jack Christie  
**Controller:** Ronald C. Green

When issued, Letter(s) of Clarification shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Procurement Division and the applicable City Department(s). It is the responsibility of the respondent to ensure that it has obtained all such letter(s). By submitting a proposal on this project, respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into their proposals.

If you have any questions or if further clarification is needed regarding this solicitation, please contact me.

Sincerely,



Conley Jackson  
Senior Procurement Specialist  
Strategic Purchasing Division  
832-393-8733

**END OF LETTER OF CLARIFICATION 2**

*Partnering to better serve Houston*

**Council Members:** Helena Brown Jerry Davis Ellen Cohen Wanda Adams Mike Sullivan Al Hoang Oliver Pennington Edward Gonzalez  
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